

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Friday, April 25, 2014 11:31 AM
To: Mendelman, Krista
Cc: Wells, Mike; Carcia, David
Subject: RE: Records Destruction Form- question: do you get a copy (I can't remember, sorry)

Categories: EZ Record - Shared

Hi Krista,

It looks fine to me. I've entered your files into a Versatile box for you, # 7375, so please put "Versatile Box # 7375" on the form, send me the original and it looks like you already have a copy for yourself. Great job! Thanks for documenting your destruction!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Mendelman, Krista
Sent: Thursday, April 24, 2014 4:49 PM
To: Aoyama, Joyce
Subject: RE: Records Destruction Form- question: do you get a copy (I can't remember, sorry)

Hi Joyce,

Attached are the destruction forms for your review. I have not destroyed the files yet.

Krista

Krista Mendelman
USEPA Region 10 (OWW-137)
1200 6th Ave. Suite 900
Seattle, WA 98101
Phone: 206-553-1571
Fax: 206-553-0165

From: Aoyama, Joyce
Sent: Tuesday, April 22, 2014 3:18 PM
To: Livingstone, Gail
Cc: Mendelman, Krista
Subject: RE: Records Destruction Form- question: do you get a copy (I can't remember, sorry)

Hi Gail and Krista,

Please email me the In- House Destruction form and I can review it. Gail, are you going to enter the grants into Versatile for Krista (we document what we destroy) so she can put a VE Box # on the form.

I get the original and David gets a copy of the form. Yes, Paula is the Authorizing Official and Krista is the Custodian. Does that help?

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Livingstone, Gail
Sent: Tuesday, April 22, 2014 3:02 PM
To: Aoyama, Joyce
Cc: Mendelman, Krista
Subject: Records Destruction Form- question: do you get a copy (I can't remember, sorry)

Joyce-

Hi, Krista Mendelman, of Grants & Planning Unit, brought me some old tribal grant admin files (not deliverables). She'd kindly filled out the "Destruction" Forms and will get Paula VanHaagen, Mgr, GPU, to sign them. (David Carcia, their RC, is out today).

So, what's the next step? Does David keep the original and send you a copy?
These are only about 40 pages, total, and don't need to be shredded (can be recycled).

Thanks, let's cc the answer to Krista because she is kindly finishing off the steps.

-Gail

Gail Livingstone
Records Management Coordinator
OWW- Watershed Unit; Water Quality Standards Unit
US EPA Region 10
1200 Sixth Ave.- Suite 900
Seattle, WA 98101-3140
206-553-0334
livingstone.gail@epa.gov